



Delaware Police Accreditation Commission
Assessment Team Report



New Castle City Police Department
New Castle, Delaware

Prepared September 1, 2020 by

Major Kevin Jones

Delaware Police Accreditation Commission

Assessment Team Report

Agency Information:

Agency Assessed: New Castle Police Department
Chief of Police: Chief Richard P. McCabe
Accreditation Manager: Chief Richard P. McCabe
Agency Address: 1 Municipal Blvd. New Castle, DE 19720

Agency Phone and Email: (302) 322-9800
<https://newcastlecity.delaware.gov/police/>
richard.mccabe@cj.state.de.us

Date Assessment began: August 21, 2020
Date Assessment concluded: August 21, 2020

Assessment type: Initial Assessment

Assessor Information

Team Leader Name: Chief Brian Calloway
Department/Phone: Delaware Capitol Police (302) 934-8174

Assessor Name: Major Kevin Jones
Department/Phone: Alcohol & Tobacco Enforcement (302) 741-2721

Assessor Name: Chief John Horsman (Ret.)
Department/Phone: Office of Highway Safety (302) 744-2740

Agency Profile:

The New Castle City Police Department is comprised of 16 officers to include the Chief of Police. The department employs two civilian administrative employees. The police department was formed in 1672 and is unique in that it is recognized as one of the oldest existing police departments in the United States.

Agency Demographics:

The New Castle Police Department serves 5,392 residents over a 3.2 square mile area. The city is located six miles south of Wilmington, Delaware and is situated on the Delaware River. The New Castle Historic District, in the center of town, holds about 500 historic buildings that date from the 17th, 18th and 19th centuries. Also within the boundaries of the city is a substantial and well-known Farmers' Market, Centerpointe Industrial Park, Ships Landing Industrial Park and the Riveredge Industrial Park as well as an Amazon.com distribution center. The city population has increased approximately 11% within the last 20 years.

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On-Site Assessment Summary:

The New Castle City Police Department was previously awarded accreditation by the Delaware Police Accreditation Commission in 2013. Their accredited status lapsed a few years ago, however this prior accreditation proved advantageous to the department in that most of their policies and procedures were already DPAC compliant. The on-site assessment of New Castle City Police Department was without any significant issues and the entire process went smoothly. Command staff officers were made available for any questions or requests from the assessors. They provided a tour of the police department and its facilities and were pleasant to work with.

Standards Summary:

All DPAC standards were within compliance.

File Maintenance:

Chief Richard McCabe is the Accreditation Manager for the New Castle City Police Department and he was very thorough with his file preparation. It is obvious that Chief McCabe spent a great deal of time in doing so as the files were well organized, in good order and produced adequate information.

Compliance:

All files were found to be in compliance or were brought into compliance before the end of the on-site assessment.

Non-Compliance:

There are no non-compliance issues with this agency

Not-Applicable:

The following standards were not applicable for this agency due to them not hiring any part time employees: 1.5.2 and 1.5.3

1.10.6 – the agency does not have a tactical team

3.2.1 – this agency does not provide court security

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Wet Ink Directives:

There were no wet ink policies noted in this assessment.

Applied Discretion:

1.7.1 There remains misunderstandings with this standard as to the interpretation of “*extra duty employment*” in department policy where the actual or potential use of police powers is possible or expected. Departmental policy and proofs of compliance refer to departmental grant overtime, such as enforcement campaigns funded through the Delaware Office of Highway Safety, as opposed to secondary employment with a different employer.

File Repairs:

2.1.7 – Proof in the file did not address the policy/standard as it related to activating BWC’s when an arrest or use of force situation was possible. A different report was located that was in compliance and was placed into the file.

3.4.7 – Proof in the file was weak. Add a report to the file to reflect how a suspect was fingerprinted to confirm identification. As a proof they had a memo explaining the procedure, and I believed the proof could be improved with an actual report.

2.5.4 – Suggestion to add “Sworn Officer” to Directive.

Suggestion regarding time sensitive standards (i.e. annual reports) send these reports via e-mail as a way to confirm a time stamp on the report. Many of the reports in the file were completed as a word document with a posted dated, and there was no way to confirm this date was when the report was completed.

Summary:

Interviews were conducted with agency staff and the evidence custodian which proved insightful into this agency’s true interest in re-attaining their accredited status and their dedication to professionalism. Chief McCabe, with the assistance of DSHS Accreditation Coordinator Jake Morente, obviously placed a great deal of his time and effort in dedication to this process and it showed throughout this assessment. The department facilities, to include the officer’s working quarters, were very neat and orderly, and the evidence room organization was impressive.

Recommendation:

It is our recommendation that the New Castle City Police Department be considered for accreditation status at the next committee meeting.